

Buildings Grounds

BY 6-3

DD/S&T 0124-64

13 January 1964

MEMORANDUM FOR: Chief, Logistics Services Division/OL

SUBJECT : Partition and Telephone Alterations for
the O/DD/S&T - Room 3E-30

1. It is requested that the following alterations be completed as soon as possible in accordance with the attached drawings:

- (a) Remove 8 feet of ceiling high partitioning
- (b) Install 25' of ceiling high partitioning with 2 standard enter-office doors
- (c) Patch, plaster, and paint as required
- (d) Relocate 2 telephones (no drilling required)
- (e) Remove and cap one telephone shoe box
- (f) Patch and repair all rugs as required

2. It is further requested that all of the above work be scheduled and completed after normal working hours. Cost Center No. 4260-1000-1000 may be used for this work in the event funds are not available within LSD/OL.

3. You will recall that the current office arrangements in Room 3E-30 constitute one open area used to house a Senior Personnel Officer, a Security Officer with secretary, and a scientist assigned to the Systems Analysis Staff. We believe there is ample justification for the alterations inasmuch as the scientist must have an area within the front office suite more conducive to study and concentration separate and apart from one in which personnel and security discussions and interviews take place. The proposed alterations represent not only the minimum amount of work in repartitioning but also the least in telephone and HVAC equipment.

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25X1A9a 4. For additional information and coordination, contact Mr. [REDACTED] or the undersigned on extension 4427.

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[REDACTED]
Chief, Administrative Staff
Deputy Director
(Science and Technology)

Attachments

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